

Appointment Type: Permanent
Working Time: Full Time
Reference Code: 21491i
Opening Date: 05/10/2010
Closing Date: 05/17/2010

Community Corrections Officer 1 (In-Training)

\$2,598 - \$3,377 Monthly (Range 39) Plus Excellent Benefits!

Agency Information

The Department of Corrections is seeking highly motivated and qualified individual as Community Corrections Officer.

Location: This recruitment will be used to fill one opening located at the Bellingham Field Office, Bellingham, Washington.

IMPORTANT: Even if you have applied previously to the CCO 1 Requisition NB00016630, you will need to reapply to this one to be considered for a position in the above listed office.

Please note: In order to be considered for this position, you must complete the entire Application Wizard. For further details please refer to the "Application Process" section of this recruitment.

Agency Profile:

The Department of Corrections, as a partner in the criminal justice system, enhances public safety, administers criminal sanctions and programs in accordance with the law, and provides leadership for the future of corrections in Washington State.

The mission of DOC is to improve public safety.

The Department consists of the Office of the Secretary, Prisons Division, Community Corrections Division, Government, Community Relations & Regulatory Compliance Division, Administrative Services Division, Offender Treatment & Re-Entry Programs Division, and Health Services Department. The Department employs over 8,100 staff and has a biennial budget of approximately \$1.8 billion.

For additional information about the Department of Corrections, please visit www.doc.wa.gov.

The Department of Corrections offers a very competitive and comprehensive benefits package including:

- * Outstanding Health, Dental, Vision, Life and Long-term Disability Insurance
- * Paid Vacation, Sick, Military and Civil leave
- * 11 Paid Holidays including a Personal Holiday
- * Unlimited Promotional Opportunities
- * Medical and Dependent Flexible Spending Accounts
- * Deferred Compensation Program
- * Enrollment in the WA State Retirement System
- * Employee Assistance Program
- * The ability to make a difference to the people of WA State

For more information please visit: <http://www.doc.wa.gov/jobs/benefitssummary.asp>.

Duties

In a training capacity, Community Corrections Officers supervise offenders who have either been confined in a county jail or prison (for felony convictions of more than a year), or were sentenced to direct supervision in the community. Most offenders have conditions of supervision. These conditions are guided by public-safety considerations and engage each offender in programs to reduce their likelihood of re-offense. Offenders report to Community Corrections Officers and, depending upon the offender's

history or crime, may be required to participate in substance abuse treatment programs, offender change programs, counseling, family reunification programs, and other services proven to reduce the likelihood of re-offense.

Work assignments include:

- >Participate in the formation and maintenance of successful relationships and involvement with community members and resources to enhance services to offenders. Work with community and corrections partners to facilitate offender programs and the successful re-entry of an offender into society.
- >Facilitate offender change groups.
- >Counsel offenders and/or refer them to counseling or other resource/treatment programs
- >Conduct field visits (offender homes and worksites) under possibly adverse or hazardous conditions.
- >Make appropriate decisions regarding loss of liberty, sanctions, treatment, and education referrals.
- >Present documentation, oral testimony, and sanction recommendations for Court/Hearings.
- >Identify, collect, document, and maintain evidence and information from outside sources.

Work performed at this level is carefully screened for appropriateness of assignment and closely reviewed.

Qualifications

Requirements:

Bachelor's Degree from an accredited college or university whose accreditation is recognized by the U.S. Department of Education and the Council for Higher Education Accreditation (CHEA).

Note: A valid driver's license may be required.

Special Notes

Application Process:

In order to be considered for this position, you must complete the entire Application Wizard, however, completion of the Diversity Profile Questionnaire is optional. To ensure you complete the entire application, once in the Application Wizard, scroll to the right of the page and use the arrows to go to additional tabs. Remember to click on "Save" at the bottom of each tab to ensure your entries are saved. Be sure to also unlock your profile and keep your email address and other contact information current.

For further information about managing your application and profile, please refer to "Manage Your Job Applications and Profile" link from the www.careers.wa.gov homepage.

All Department of Corrections' employees are fingerprinted for a criminal history background check.

Employees work with offenders in a potentially hazardous setting. Please consider this when deciding whether to apply.

All positions in this classification are included in a Union Shop that requires employees to become members within 30 days of employment.

All Department of Corrections' locations are smoke free for staff and offenders.

Community Corrections Officers may be required to work a non-traditional work schedule that may include emergency and on-call situations.

Tuberculosis is a priority health issue for the Department of Corrections' employees. Periodic skin tests are required for all health care providers and those who transport known/suspected Tuberculosis patients. Testing is voluntary for all other employees. When positive tests result, further testing and treatment may also be required. Employment is not contingent upon test results.

Other Information

Washington State Employees enjoy outstanding comprehensive benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; flexible work hours; training; and state retirement plans. For more information please visit: <http://www.doc.wa.gov/jobs/benefitssummary.asp>.

The Core Competencies for all Department of Corrections' employees include: Safety, Treats Others with Respect and Courtesy, Dependability, Accountability, Judgment and Problem Solving, Leadership, Communication, Relationship Building, and Ethics and Integrity.

The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or toll free (877) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211. For questions about this recruitment, please contact Ran Phin via e-mail at ran.phin@doc.wa.gov or call (206)-254-4804.

How to Apply

For job seekers who are not permanent state of Washington employees:

1. Go to <http://careers.wa.gov/SearchAndApply.htm>.
2. If you are a new user, click on Register Now under the heading: **New Users**. Complete the fields under the **Registration** page. Remember to read and confirm acceptance of the Data Privacy Statement under the **Data Privacy Statement** header. Click Register. You are encouraged to build your profile in the system by clicking Option 1: Build Resume Profile under the header **My Resume**. Returning users can log-in by clicking the Job Seekers Login button.
3. Click on Apply Directly under the heading **My Job Search and Applications**.
4. In the reference code field, enter NB00021491* and click on Start Search.
5. Click on the link Community Corrections Officer 1 (In-Training), Bellingham, WA under the **Job Posting** column heading to view the complete announcement and apply.
6. Click through all the tabs along the top to complete your application and a questionnaire.
7. Attach your current resume through the **Attachments** tab.
8. Submit a cover letter summarizing how your knowledge, skills and abilities meet the minimum qualifications of this position under the **Cover Letter** tab.
9. Your application will not be submitted until you hit the **Submit** button under the **Send Application** tab. Make sure to review all your information as you will not be able to edit your application once it has been submitted.
10. If you would like to see the status of your application, click on View Profile and Application History Statuses and Scores under the **My Job Search and Application** column heading on the **External Job Seeker Start Page**. You will be able to view your questionnaire scores on this page, including the latest status of all your applications.

Help is available

- A users' guide for applying to jobs is available at <http://careers.wa.gov/help/>.
- If you need assistance applying for this job, please call DOP at (360) 664-1960 or 1-877-664-1960 or e-mail Information@dop.wa.gov.

Job seekers please note: **NEOGOV, Washington State's NEW online job application system, will replace the current application system on July 1, 2010.**

You will need to create an account in **NEOGOV to apply for jobs after July 1, 2010.** Your current information will **NOT** automatically transfer over to the new system.

We recommend that you **SAVE A COPY OF YOUR PROFILE before July 1!** For more information on **NEOGOV**, including instructions on saving your current profile, go to doc.wa.gov/jobs